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Lucas County Information Services Checklist for Hardware/Software/Services

Department: Court of Appeals

Requestor: Jason Hill

Funding
Account &
Description: 1010-5115-530100

Req. Date: December 14, 2015

Vendor: MT Business Technologies

Type of Request (check all that apply):

☒ HW ☐ SW ☐ Services/New☒ Purchase ☐ Lease ☐ Subscription☒ State Term Contract ID 800310-2☐ Services/Support Renewal
Original Purchase Date

Description or Nature of Request and for whom this is intended: Court of Appeals is requesting to purchase one Ricoh 5054SP Copier. The copier will be used by the administrative staff.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
Ricoh MP 5054SP	28805		1	\$ 6,350.00	\$ 0.00	\$ 6,350.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00

Total Request \$ 6,350.00

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Checklist for Hardware/Software/Services
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Planned Location: <u>Other</u>	If Other please specify: <u>Copier</u>
Network Connection Required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
LCIS installation assistance needed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
LCIS on-going support required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
ITB or RFP completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
LCIS Management review completed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No _____ Exclusion
DP Board Approved?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>Less than \$7,500</u> Exclusion
DP Board Date of Approval:	_____

Business Reason or Justification:

Copier is required for daily office operation.

Comments:

Reviewed and prepared by Jeremy Burnat.
Reviewed and approved by ~~George Webb~~
Jason Geras

LCIS
Approver
Name

Jason Geras

LCIS
Approver
Signature

[Signature]

Date

12-14-15

SALES ORDER

Reference Service Contract?

Customer Type: Existing

Order Type: **Purchase**

Contract # _____

SHIP TO:	Customer No.:	
Customer:	Sixth District Court of Appeals	
Department/Division:	of County of Lucas	
PO Box:		
Street:	One Constitution Ave	
City:	Toledo	State: OH ZIP: 43604
Phone:	419213-4457	Fax:
Contact:	Jason Hill	
Email:	jahill@co.lucas.oh.us	

INVOICE TO:	Customer No.:	
Customer:	Sixth District Court of Appeals	
Department/Division:	of County of Lucas	
PO Box:		
Street:	One Constitution Ave	
City:	Toledo	State: OH ZIP: 43604
Phone:	419213-4457	Fax:
Contact:	Jason Hill	
Email:	jahill@co.lucas.oh.us	

EQUIPMENT

MAKE/MODEL/ACCESSORIES		PRICE
Ricoh MP 5054SP		\$6,350.00
PB3230		
SR3140		
Fax		
BU3070		
	Installation	Included
	Sub Total	\$6,350.00
	Sales Tax	
	Total	\$6,350.00

SALES INFORMATION

SALES INFORMATION

Account No.: Purchase off copy service ☒

Sold Date:	P.O. No.	Fed Tax ID #:	■
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Start Date: _____ Contract Term: _____ Taxable? ☐ YES ☒ NO

Lease Company:	Purchase	Estimated Volume
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PLACEMENT TYPE

New:	<input type="checkbox"/>	Placement	<input checked="" type="checkbox"/>	Replacement	C/S:	<input type="checkbox"/>	New	<input type="checkbox"/>	Addition	<input type="checkbox"/>	Upgrade	<input type="checkbox"/>	Renewal
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RETURNED EQUIPMENT

MAKE/MODEL/ACCESSORIES	SERIAL NO. or ID	MAKE/MODEL/ACCESSORIES	SERIAL NO. or ID	MAKE/MODEL/ACCESSORIES	SERIAL NO. or ID

Returned Equipment is: Owned

DEMO, Loaner, Leased Equipment, MT Business Technologies, Inc. (MTBT) is and will remain the owner of the equipment. The customer agrees to return the equipment to MTBT upon demand. While in the possession of the customer, the customer assume all liability for the theft, loss, or damage to the equipment, and agrees to reimburse MTBT for any loss or damage incurred during the loan period, normal wear and tear is expected. Purchased good remain the personal property of MTBT until final payment is made. MTBT retains a vendor's lien and has a secured interest in the purchased goods until all terms and conditions hereunder are satisfied.

Customer Approval: **X**

Sales Rep: X

Print Name: Jason Hill

Print Name: Shawn Brown

Title: Court Administrator

Date: 2/14/15

Employee Number: 33195

Date: 10/15/57

CUSTOMER INFORMATION
☒ Copiers ☐ Printers

Customer: 6th District Court of Appeals
 Street: One Constitution Ave
 City: Toledo State: OH ZIP: 43604

Contact: Jason Hill
 Location:
 Account No.

PLAN INFORMATION

Model	Serial #	Model	Serial #	Model	Serial #
5054					
Date:		Bill Amount		Frequency	
B&W Base Rate or CPP:		Pages Included in Base:		Monthly	
B&W Overage Rate: \$0.0060		BW Start Meter:		Monthly	
Color Base Rate or CPP:		Pages Included in Base:		Monthly	
Color Overage Rate:		CLR Start Meter		Monthly	

MT Business Technologies Inc., in consideration of your payment, plus any applicable tax, agrees to perform service on the above-mentioned equipment with the terms and conditions set forth herein.

- MACHINE CONDITION:** It is mutually understood that said equipment shall be in good operating condition upon said beginning date.
- REPAIR AND REPLACEMENT OF PARTS:** MT Business Technologies, Inc. (hereinafter the "Company") shall replace, without charge, parts that have been broken or worn through normal use and are necessary for machine servicing and maintenance adjustment. The Company shall provide cleaning of the equipment that is required for satisfactory performance during the term of this agreement. Excluded from this agreement are modifications outside of manufacturers specifications, software or loss of software/data, and the installation of supplies and maintenance kits that are operator replaceable, i.e., toner, staples, paper, collection bottles, oil, ink, batteries, chargers.

Options Menu

Select Items Covered	B&W Supplies - Toner, Developer, Ink <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Drum, PCU, All-in-One Unit <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Color Supplies - Toner, Developer, Ink <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Maintenance Kits <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

- SERVICE CALLS:** Service calls shall be made during the Company's regular business hours - Monday through Friday 8:00 A.M. - 5:00 P.M. (Eastern Standard Time), excluding holidays (where available). *Emergency calls* requested after regular business hours are billed at the current after-hour rate.
- EQUIPMENT DAMAGE AND SUPPLIES:** This agreement shall not apply to repairs made necessary by accident, misuse, abuse, neglect, theft, vandalism, electrical power failure, fire, water, acts of God, or repair by other than MT Business Technologies, Inc. personnel. Also excluded from this agreement are service calls resulting from using supplies other than those recommended by the Company, including through-put material, such as paper, labels, transparencies, etc.
- CUSTOMER CARE:** The Customer shall exert reasonable care in the operation and maintenance of the equipment.
- TERM:** This 12-month agreement shall be in effect, (A) upon approval by the Company of the mechanical and operational condition of the equipment, and (B) upon acceptance of the agreement by a duly authorized representative of the Company. This agreement shall continue in force and shall automatically be renewed yearly at the rate in effect at that time. In the event of early termination by the Company, and at the sole discretion of the Company, a prorated refund or credit may be offered to the customer. Early termination of the contract by the customer is non-refundable. This agreement may be terminated by either party prior to the renewal by giving thirty (30) days written notice. This agreement is not transferable without expressed written consent by an authorized Company representative.
- WARRANTIES:** With respect to the parts and service furnished hereunder, MT Business Technologies Inc. makes no warranties, express or implied, except for those warranties expressly made by the Manufacturers of such parts, and MT Business Technologies, Inc. expressly excludes all warranties of merchantability or fitness for any particular purpose.
- CUSTOMER:** Customer shall not hire, solicit for hire, or aid any third party in hiring any employee of MT Business Technologies, Inc. for a period of one (1) year following the performance of any MT Business Technologies, Inc. employee services.
- FREIGHT:** A freight charge is added to each invoice to cover the shipping cost for supplies and parts.
- Toner:** The Toner Inclusive Program (if applicable) is based on manufacturer supply consumption rates. Delivery of supplies will not exceed agreed upon usage. Consumption of covered supply products varying significantly from expected usage may result in additional charges for supplies.

CUSTOMER APPROVAL
☐ We elect not to take the maintenance agreement at this time

 Signature: X

Print Name: Jason Hill

Title: Court Administrator

Date: 12/14/15

MTBT Service Manager Acceptance:

X

Date:



Ohio Department of
TAXATION
STEC-B
Rev. 3/15/04

Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchase of tangible personal property and selected services made under this certificate from:

Office Products Inc./Toledo dba MT Business Technologies, Inc.

(vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Government

Purchaser must state a valid reason for claiming exception or exemption.

Lucas County Board of Commissioners
c/o Sixth District Court of Appeals

Purchaser's name

One Government Center

Street address

Toledo

OH

43604

City, state, Zip code

State

Zip

Signature

Title

Date signed

Tax ID -

34-6400806

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.